



MEAP

Coordinator Update

Office of Educational Assessment and Accountability, Michigan Educational Assessment Program – Issue #21 – August 19, 2005

Fall 2005 Assessment Briefings (Grades 3-8 and High School retest)

Learn all about Fall 2005 assessments by participating in a MEAP Briefing at one of 12 locations throughout the state. The videoconferences will include a review of the procedures that the MEAP Coordinators need to follow before, during, and after assessment. MEAP staff and the administration contractor will explain how materials are shipped to districts, how to order extra materials, how to administer the assessments, and how to return the assessment materials after assessment. A videotaped version will also be available following the briefings. More information and briefing locations will be available on the MEAP Web site next week, www.michigan.gov/meap.

New MEAP Coordinators

We rely totally on YOU to keep us informed about who your district's MEAP Coordinator is (or if you're a nonpublic school or public academy, this person would be your building coordinator). MEAP Coordinators receive this periodic MEAP *Coordinator Update* newsletter, timely announcements, detailed information about how to find information on our Web site, deadlines, and other useful information. Please help us keep you informed by telling us whenever a different person assumes the duties of MEAP Assessment Coordinator. Here's how:

- Send an email to meap@michigan.gov. In the Subject line, type "MEAP Coordinator change." In the body of the email, please give us the new MEAP Coordinator's **Name, District Name, School Name, daytime Phone Number with Area Code, and their Email address**.

Fall 2005 Pre-Identification Deadline

Pre-Identification deadlines are used for the assigning of students to an assessment cycle to receive pre-identified materials. Districts/schools will have until the end of the tested roster period (after the assessment cycle) to update demographic information. All demographic information should be reflective of the student during the time of testing.

- **Fall 2005 Grades 3-9 Assessments** - The deadline to receive pre-identified answer folders for the Grades 3-9 assessments was July 29, 2005. Students who were assigned to the assessment cycle by the July 29, 2005, deadline will receive pre-identified answer folders. Students who have been assigned to the test cycle from July 30 through September 19, 2005, will receive pre-identified labels from the contractor to be placed on the student's answer folders. After the September 19, 2005, deadline, pre-identified labels will have to be printed by the school/district to be placed on the student's answer folders.
- **Fall 2005 High School Retest** - The MEAP Office reassigned seniors who had previously taken the Spring 2005 assessment and did not achieve a Level One or Two on all assessments. Districts/schools are responsible for adding any additional seniors or students who need to be assessed for dual enrollment purposes. Students who were assigned by August 19, 2005, will receive pre-identified answer sheets. Students who are assigned from August 19 to September 23, 2005, will receive pre-identified labels from the contractor to be placed on the student's answer folders. After the September 23, 2005, deadline, pre-identified labels will have to be

printed by the school/district to be placed on the student's answer folders. It is IMPORTANT that districts/schools **verify the accuracy of the list** of students that were identified by the MEAP Office by printing a Pre-Identified Student Report.

Ninth Grade Assessments

As you may know, the OEAA will begin assessing 9th grade students in Social Studies beginning with the Fall 2005 administration. If your 9th grade students are in the building with 8th grade students, they will be assessed during the Fall 2005 Grades 3-9 Assessment Cycle. If your 9th grade students are in the high school, they will be assessed during the Fall 2005 High School Retest. If the above poses a particular problem for your school or district, please email us immediately at meap@michigan.gov.

Regardless of the cycle in which they will be assessed, all 9th graders must be assigned for Pre-ID to the Fall 2005 Grades 3-9 Assessment Cycle. The deadline for pre-identification for the 9th grade students is the same as the other grades for the appropriate assessment period.

For those districts that had already assigned 9th grade students to the high school cycle, the MEAP Office has transferred those assignments to the Fall 2005 Grade 3-9 Assessment Cycle. This will not affect the assessment window which is based on the building-grade configuration described above.

Assessment Design: New Expectations

The federal *No Child Left Behind* (NCLB) Act of 2001 has greatly affected the design of the MEAP assessments. Grade Level Content Expectations (GLCEs) were developed for ELA and Math. Learn more about the new look of MEAP in two documents available on our Web site: *Fall 2005 ELA Assessment Design (Grades 3-8)* and *Fall 2005 Math Assessment Design (Grades 3-8)*. We think these documents will help you better understand how MEAP assessments dovetail with federal requirements.

Assessment window deviations due to religious holy days

In an effort to remain sensitive to assessment schedules that may conflict with religious holy days for Jewish and Muslim students, the MEAP office offers flexibility to deviate from established assessment windows on a case-by-case basis. Requests of this nature should be directed via email to meap@michigan.gov. Please make your request as soon as possible, and include district name and number, contact person name, email, phone number and best time to call, the deviation requested and the reason it is desired.

Students with Disabilities

Will assisting your students with disabilities during MEAP assessments adversely affect your school's compliance with *No Child Left Behind* or Adequate Yearly Progress (AYP)? Will it prevent those students from earning a \$2500 Michigan Merit Award? Do you know the difference between a standard accommodation and a nonstandard accommodation? A new document will soon be available on the MEAP Web site (www.michigan.gov/meap) that answers your questions about "Accommodations for MEAP Assessments."

Length of Assessments (Grades 3-8)

With the advent of new grades being assessed with new content expectations, we are offering some guidance as to how you should plan for the time needed to administer the Fall 2005 assessments (Grades 3-8). Although the MEAP will continue to be untimed, we are suggesting maximum times that we believe will give most of your students ample time to complete the material.

District MEAP coordinators may want to use this information to develop a district-wide plan for administering MEAP assessments. Principals and building MEAP coordinators may want to use this information to develop a MEAP administration schedule and to begin planning for make-up

assessments. Teachers may even want to have this information early in the year to prepare their assessment plans and regular instructional activities around the MEAP schedules. This table will also be available on our Web site next week, www.michigan.gov/meap.

Content Area	Grade(s)	Section/ Part	Suggested Time (in minutes)	Special Considerations
English Language Arts (ELA)	3 thru 8	1 A	40	Can be done in two sessions within 1-2 days
		1 B	25	
		2	30	
		3	30 - 50	Varies according to form used
		4 A	50	A and B are independent of each other
		4 B	30	
English Language Arts (ELA) - Listening	4 & 7	5	35	Optional Listening Assessment
Mathematics	3 thru 8	1	30	Non-calculator (calculators not allowed)
		2	50	Calculators allowed
		3	50	
		4	50	
Science	5 & 8	1	50	
		2	50	
Social Studies	6 & 9	1	50	
		2	50	

Note: Suggested times do not include the time necessary:

1. For non-pre-ID'd students to fill out the New student Registration forms (10 minutes, if needed).
2. To distribute assessment materials to students (time dependent upon the number of students in the group to be assessed).
3. To read the assessment directions to students at the beginning of each section or part (approximately 5 to 10 minutes).

Fall OEAA Conferences

The Fall 2005 Office of Educational Assessment and Accountability (OEAA) conferences will follow the Fall Assessments for grades 3-9. We will hold Fall Assessment Briefings (see article below) before the grade 3-9 assessments to ensure that schools are well prepared for testing. The Fall conferences will be held after the Fall assessments while we are scoring. We believe these conferences will be time well spent, especially for new administrators and new MEAP coordinators.

Day One: Using Assessment Results to Improve Instruction - Our keynote speaker will be Ms. Yvonne Caamal Canul, director of the Office of School Improvement in the Michigan Department of Education. A variety of assessment and curriculum specialists will address the use of assessment reports, data analysis and curriculum initiatives directly tying assessment results to instructional improvements and student learning. We will build on the Fall assessment experience with plenty of opportunities for you to provide advice to OEAA, the popular ELA scoring clinic, discussions of the new Ethics document, computer-administered assessment pilot study, and developments in Accountability and Accommodations document.

Day Two: Important Issues Surrounding Assessments for Students With Disabilities - Accommodation decision-making; scoring functional independence ELA; expressing ideas responses; ELA and Math extended GLCEs; future of MI-Access reports, registration and coordinator training; accountability update; OSE/EIS grants; and innovative technology for SWD.

Please join us for this valuable conference, scheduled for the following dates and locations:

- **Gaylord** - October 27 & 28 at Treetops Resort
- **Grand Rapids** - November 9 & 10 at DeVos Center
- **Lansing** - November 14 & 15 at Lansing Center
- **Livonia** - November 1 & 2 at Holiday Inn-Livonia West
- **Marquette** - October 26 & 27 at Northern Michigan University
- **Sterling Heights** - November 7 & 8 at Best Western Sterling Inn

Register online at the end of August by visiting www.gomiem.org. Information brochures will arrive in schools at the beginning of September. For more information, contact Tami Feldpausch (517/241-4136, or FeldpauschT@michigan.gov).

MEAP Coordinator Update by the Numbers

In an effort to simplify how we number these newsletters, we've abandoned the old "Volume and Number" system, and will now use an Issue Number. We hope you find it useful when discussing the contents of a certain issue with colleagues or MEAP staff. We're always looking for better ways to communicate with you. If you have a suggestion about how to improve these periodic newsletters, please email us at meap@michigan.gov. Thank you.

Documents Available on MEAP Web site

Several new documents will soon be available as downloadable PDF files on the MEAP Web site (www.michigan.gov/meap). They include:

1. Accommodations for MEAP Assessments
2. Building Coordinator's Handbook
3. District Coordinator's Handbook
4. English Language Arts (ELA) Design (Grades 3-8)
5. Ethical Practices: Professional Assessment and Accountability for Educators
6. Grade 3 Assessment Administrator's Manual
7. Grades 4-9 Assessment Administrator's Manual
8. High School Assessment Administrator's Manual
9. Math Assessment Design(Grades 3-8)

Email list (ListServ)

Email is the fastest, easiest way for us to share news with MEAP Coordinators, teachers, principals, administrators and the general public. We periodically send out emails to our email list (called a ListServ). To sign up for this useful service:

1. Send an email message to: **listserv@listserv.michigan.gov**
2. In the Subject field of your email, type: SUB MDE-MEAP
3. In the Message field of your email, type: SUBSCRIBE MDE-MEAP [Your Name here]
Be sure to replace [Your Name here] with your name... do not include the brackets. For example: SUBSCRIBE MDE-MEAP John Doe

We do not share your email address with anyone outside of the Office of Educational Assessment and Accountability (OEAA). Please pass along this information to colleagues and parents who may be interested in receiving information about MEAP assessments, deadlines, etc.